



Job Opportunity

State Controller's Office

Position: Staff Services Analyst (General)/Associate Governmental Program Analyst Statewide

Location: Executive Office
300 Capitol Mall, 18th Floor, Sacramento, CA 95814

Issue Date: May 14, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Joyce Leavitt, (916) 322-4224

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer, or reachable on a certification list.

California Relay Service: 1-800-735-2929

Position Number(s): 051-720-5157-XXX
051-720-5393-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With direction provided by the Director of Public Affairs, receive, monitor, and respond to constituent correspondence for signature by the Controller. Assign correspondence to State Controller's Office Division staff when appropriate. Monitor and update the Controller's correspondence tracking database to ensure timely responses and accuracy of information. With a significant level of independence, address difficult, sensitive, and complicated issues requiring interaction with program areas, and various levels of staff to accurately and professionally articulate the plan of action being taken to resolve or address the inquire/issue. Equally as important, the work schedule for this position is **Monday through Friday, 8:00 am to 5:00 pm, with the possibility of occasional overtime.** The essential functions include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Appropriately respond to constituency inquiries made regarding services provided by the State Controller's Office;
- Independently prepare correspondence, for the State Controller's signature, and consistent with the State Controller's message of service;
- Prepare program letters and/or proclamations, for the State Controller's signature, in response to community groups and/or constituency requests;
- Conduct extensive research regarding recognition awards and/or honors, to community groups, or individuals to properly reflect knowledge of the award recipient, the purpose of the award, and the mission of the organization;
- Oversee the completion of requests made requiring the involvement of operational division staff, and ensure the timely resolution/response to the inquiry;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Under the general direction of the State Controller's Chief of Staff, participate in the outreach efforts of the State Controller to promote his mission and to encourage the use of services offered within the State Controller's Office, as well as other state agencies;
- Participate in special projects, which may require a leadership role responsible for assigning tasks to project team members, or receiving assignments as a project team member.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

HUMAN RESOURCES

P.O. Box 942850

Sacramento, CA 95250-5877

Attn: Sally Lim